



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Senior Treatment Plant Operator
Class Code Number	4210

General Statement of Duties

Plans and provides technical and functional supervision for Treatment Plant operations to ensure optimum level efficiency; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan and provide technical and functional supervision for Treatment Plant operations to ensure optimum level efficiency. The work is performed under the supervision and direction of the Utilities Operation Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a treatment facility environment.

Examples of Essential Work (Illustrative Only)

- Provides training, appropriate technical and functional supervision, and review of Treatment Plant Operators to ensure all work is completed in a safe and efficient manner;
- Modifies plant process and procedures according to changing conditions and requirements to optimize operations as required;
- Oversees the Treatment Plant Preventive Maintenance Program, including the installation, maintenance, and repair of plant equipment and facilities, and making recommendations regarding equipment replacement as appropriate;
- Maintains an efficient inventory of parts, supplies, and equipment to ensure optimum operations at all times;

- Monitors finished product quality to ensure safety and compliance with established standards and laws, including monitoring various instruments and performing laboratory tests as directed;
- Monitors raw product, processes flow conditions, and adjusts chemicals accordingly;
- Adjusts flow and chemicals according to demands to ensure proper flow and chemical composition;
- Performs preventive maintenance on equipment and instruments to ensure efficient operation and accurate instrument readings, including referencing related manuals to explain device functions as necessary;
- Communicates with other departmental personnel, other City departments, utility agencies, and State regulatory agencies to ensure current and accurate information is disseminated regarding projects, new regulations, individual issues, and accountability issues as necessary;
- Maintains complete and accurate records and log data of plant operations in accordance with prescribed guidelines as required;
- Ensures all chemicals are handled in a safe and proper manner;
- Participates in subordinate employee performance evaluations.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs additional administrative duties in the absence of the Utilities Operations Manager.
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of all relevant Federal, State, and city laws, ordinances, and standards, including appropriate treatment rules and other regulations;
- Thorough knowledge of plant operations and processes;
- Thorough knowledge of the use, care, and operation of plant equipment and relevant tools and equipment;
- Thorough knowledge of the proper use and handling of relevant chemicals;
- Thorough knowledge of the principles and practices of equipment maintenance;
- Ability to effectively monitor plant operations;
- Ability to lead, motivate, and provide technical and functional supervision of others;
- Ability to quickly and accurately perform scientific analyses of flow samples;
- Ability to make quick and accurate computations;
- Ability to perform troubleshooting functions and conduct routine mechanical repairs;
- Ability to operate relevant equipment;
- Ability to effectively respond to and resolve questions and concerns from the public;
- Ability to work independently with minimal supervision;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED supplemented by college or other courses sufficient to provide the necessary knowledge, skills, and abilities; and
- Some (at least two years) experience as a Treatment Plant Operator II, with some technical and functional supervisory experience.

Required Special Qualifications

- Valid Water Treatment Plant Operator II certification.
- Valid Water Distribution System Operator III certification.
- Valid Wastewater Treatment Plant Operator III certification (as required).
- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function within a treatment facility environment.